

**PRELIMINARY DAMAGE ASSESSMENT**  
Preliminary Damage Assessment Estimates – Site/Category  
**Form # PA-2 Instructions**

Preliminary Damage Assessment (PDA) is done to obtain an estimate of the amount of damages you sustained as a result of the event. PDA does not include engineering costs, contingencies, or other extra costs. PDA is your best estimate of the costs to return a damaged site to its pre-disaster condition. These costs are for your uninsured losses. The seven possible Categories of Work are listed below.

**Category A – Debris Removal.** Emergency work to remove and clean up debris off of publicly owned properties.

**Category B - Protective Measures.** Emergency response activities taken for the protection of lives and property. This can include EOC activations, costs for placing barricades, evacuation, search and rescue, etc.

**Category C - Road Systems.** Repair of damaged public roads, roads on the federal aid system should be estimated separately.

- When reviewing damages to roads, it is necessary to differentiate between roads that are *on-system roads* versus *off-system roads*.
- *On-system roads* can generally be defined as those roads for which the County receives Federal Aid System funds. Information on damages for on-system roads should be forwarded to the Regional TransAid Engineer, WA State Department of Transportation (WSDOT).

**Category D - Water Control Facilities.** Damages to dikes, levees, drainage channels, and other similar facilities. As with road systems, it is necessary to differentiate from the facilities that are under other federal jurisdictions such as the U.S. Army Corps of Engineers or the National Resources Conservation Service.

**Category E - Public Buildings and Equipment.** Damages to publicly owned buildings, their contents, and equipment, including inventory such as refrigerated food items that schools may lose due to power loss.

**Category F - Public Utility Systems.** Damages to water, sewer, sanitary sewer, electrical and natural gas, or utility systems that are publicly owned or owned by private non-profit organizations.

**Category G - Parks and Other.** Damages to park facilities, fences, structures, parking lots, fish hatcheries, bird nets, etc. Damages to trees and vegetation **are not** eligible.

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(To use hyperlinks to information, place cursor over field, press CTRL and your left mouse button)

[Have More Damage Sites?](#)

[Printing](#)

[Done – Data Entered](#)

[Form Instructions](#)

The PDA forms are in Excel. In order to make them compatible with most versions of Excel there are no graphics or advanced functions. The form number is located in the bottom left hand corner of each category of work. The page number is located in the bottom right hand corner of each page and will specify the category of work and the page number for the category; i.e., A-1 for page 1 of Category A. The hyperlinks in these instructions will take you to specific

information to help you; i.e., clicking on “top” will bring you back to the first paragraph on the first page, clicking on “contact” will take you to our contact information.

**NOTE:** Complete the PDA Data Sheet first. The demographic information will automatically fill on each Category of Work form (PA-2) and on the Summary Report (PA-1).

**Separate Category of Work forms:** There are PA-2 pages for each Category of Work, categories A-G. Each “block” of information for a specific damage site is separated by a thick line and contains those cells from Site No. to Cost Estimate Team. There are 15 sites available for Categories A, B, D, E, and G. There are 30 sites available for Categories C and F. ([categories](#))

**Need more space?** If you have more damage sites than data entry blocks, please [contact](#) the Public Assistance staff to obtain the password needed to unprotect the form and add additional site blocks. You will need to perform copy and paste functions. Remember to reformat the Category Total fields and the print area to include the site blocks that you add. We recommend that you re-protect the form after the additional sites are added.

**Printing:** The print area is set up to print four site blocks on the first page of each category of work and six on each subsequent page. If you do not need all of the site blocks, you will need to reformat the print area to print only what you need. If you add more site blocks, you will need to reformat the print area to include the additional cells.

The text boxes for Description of Damage and Impact to Jurisdiction cells are formatted to word wrap. There are no character limitations to these cells. However, if you enter more data than Excel will show on the screen, you will need to adjust the cell’s size in order to print all of the data that you entered. Please [contact](#) us if you need assistance with this function.

**When you are done – Submit:** When all of the information for each Category of work has been entered, return to the PA-1 PDA Summary Report form and complete the information; i.e., number of sites/category and any additional information for Part III A, B, or C.

When you are finished with the PA-1 and PA-2 forms, save, print, and submit the entire workbook to your county emergency management office. Electronic submissions are preferred; but faxed or hand-delivered will be accepted. Please refer to the PA-1 instructions for more complete information on submitting your PDA.

#### **Public Assistance (PA) Contacts:**

Donna Voss, Public Assistance Program Manager, 360-570-6302, [d.voss@emd.wa.gov](mailto:d.voss@emd.wa.gov)  
Dianna Staley, PS Senior Program Coordinator, 360-570-6315, [d.staley@emd.wa.gov](mailto:d.staley@emd.wa.gov)  
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Forms: <http://emd.wa.gov/site-general/menu/forms.htm> (EMD home page, forms, pda)

## PART I – APPLICANT / INSPECTOR INFORMATION

Date: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If you have a different date for a specific Category of Work page, you can manually enter the different date directly on the applicable page.

County: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If you have a different county for a specific Category of Work page, you will need to complete a separate set of PDA forms for each county where you sustained damages.

Name of Applicant: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Applicant Contact/E-Mail: This is a **required** field. This field will automatically fill from the PDA Data Sheet. The Applicant Contact should be your designated applicant agent and should be the person who is knowledgeable about the described damages. This person will be your single point of contact for the initial damage assessment. If you need to have a separate point of contact for a specific Category of Work page (we do not recommend you have different points of contact), you can manually enter this information directly on to the applicable page.

Phone: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Inspectors: This field will automatically fill from the PDA Data Sheet. The FEMA/State teams and the local representative who verify the damages identified for your entity will complete this information. ([top](#))

## PART II – SITE INFORMATION

Category: This is a protected field and contains the appropriate letter for each Damage Category form that is completed. There is no action required. Refer to “[categories](#)” if you are unsure which category of work your damages fall under.

Category Total – Team/Applicant: These are protected fields and will automatically fill in with the total as each “Cost Estimate – Applicant” or “Cost Estimate – Team” field is completed on the form. There is no action required. However, if you add additional sites to the form, these fields will require reformatting to include the additional cells in the calculation. Please [contact](#) Public Assistance if you need assistance.

Site No.: This is a **required** field. The site numbers are sequential numbers and are dependent upon how many sites you have for a specific category. We have pre-filled this cell for each block of information. If you have more damage sites in a specific category of work than we have provided space for, you will need to add additional blocks of information. See “[more space](#)”. Please [contact](#) us if you need assistance.

App ID No.: This field is for your use and is not required. It may help you track your projects, sites, departments, budget codes, etc. for that specific damage site. ([top](#))

Location: This is a **required** field. Fill in where the damage is located for this site. Depending upon the activity, this might be “county-wide”. Alternatively, it might be a set of city streets from point A to point B, an area surrounding a specific building, or a street address. ([top](#))

Lat and Long: This is the latitude and longitude for your site. If you have this information, fill in the fields. If you do not, let the FEMA/State team know and they will enter this data.

Description of Damage: This is a **required** field. Briefly describe this site’s damage. This cell is set to word wrap. However, Excel will only print what you see on screen. Refer to “[printing](#)” for further information on expanding the cell’s size.

Impact to Jurisdiction: This is a **required** field. Briefly describe how the damage for this site impacts your jurisdiction. If debris removal was the Description of Damage, you might enter: “Clearance required for emergency vehicles and school bus access.” Enter information that describes how the damage impacts your jurisdiction and your citizens.

% Complete: Complete this field if you have this information, particularly for Emergency Work in Categories A and B. For the emergency work the work may be completed or close to completion so you would enter 80% or 100% (for example). For other types of damage, this field may be 0% - 100%.

Applicant’s Impacted Department: This is a field for your use and is not required. It is available as a tool to track your projects, sites, departments, etc.

Team Comments: The FEMA/State teams will complete this field when they verify your damages.

Cost Estimate – Applicant: This is a **required** field. Please enter the **estimated** amount (without contingencies, engineering costs, code requirements, etc.) to return the item(s) for this specific site back to its **pre-disaster** condition. For Debris Removal, Category A, this might be the total amount to clear the debris from a section of roads in your jurisdiction. For Category C, this might be the estimate to repair several damage sites on one stretch of road. This cell will automatically total and fill in the Category Total – Applicant field on this form. If you have questions, please [contact](#) EMD Public Assistance.

Cost Estimate – Team: The FEMA/State teams will enter this information. This cell will automatically total and fill in the Category Total – Team field on this form. Please advise the team if you add additional sites so they can reformat the field to include the sites you added. ([top](#)) ([submit](#))